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22 September 1959

MEMORANDUM FOR: Medical Staff Career Service Board

FROM : Training Officer, Operations Division  
Medical Staff

SUBJECT : Recommended Training Program for  
Medical Staff Personnel

1. Since it is the responsibility of the Operations Division, Medical Staff, to initiate, schedule, monitor, and recommend any matters pertaining to the training of Medical Staff personnel, the following training plan is submitted for your consideration and approval:

2. It is felt there is a need for the type of training that would provide proper guidance and instructions to improve the efficiency of medical support, to permit better understanding of one's duties and responsibilities toward the support of the Agency's activities in its peculiar nature of work, as well as to maintain a constant knowledge of the up-to-date developments in the field of medicine and medical intelligence, as well as to broaden one's understanding of the support functions to the Agency.

3. This training could be accomplished with the cooperation and assistance of each of the division chiefs. The contents of this course would include scheduled lectures, briefings, recommended reading material, various films, discussions, any other subject material suitable to fill the needs, and some practical applicable experience. All medical personnel would be invited to attend, including technicians, nurses, administrative officers, and physicians. Emphasis or tutorial training would be placed on the "newer" employee, if required.

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4. This idea has been discussed, on an informal basis, with several of the division chiefs who expressed the needs and the merits of such a course. They have also extended their services to implement this training, as soon as possible.

5. Trust you favor such training and will concur with this plan.

6. Should any further information be required regarding this matter, kindly contact Mr. [REDACTED]

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/s/ [REDACTED]  
Training Officer, Operations Division  
Medical Staff

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